



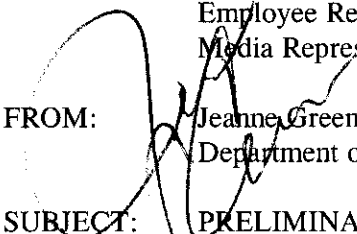
DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #08/02

February 20, 2002

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on March 22, 2002. This meeting will be held at the Legislative Building, 401 S. Carson Street, Room 3138, Carson City, Nevada, and via video conferencing at the Grant Sawyer Building, 555 E. Washington Avenue, Room 4412, Las Vegas, beginning at 9:00 a.m.

- I. Call to Order - 9:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Classes Subject to Pre-Employment Screening for Controlled Substances
University Police Detective - University of Nevada, Reno
- V. *Prohibitions and Penalties
Department of Education
- VI. *Regulation Changes to Nevada Administrative Code, Chapter 284, Proposed for Permanent Adoption
 - Sec 1. New Section - Shift trading: Allowed under certain circumstances
 - Sec 2. NAC 284.204 - Adjustment of steps within same pay grade
 - Sec 3. NAC 284.210 - Compensation for differentials in shifts
 - Sec 4. NAC 284.697 - When resolution of grievance becomes binding

- VII. *Approval of Proposed Class Specifications
 - Mike Cox, Wildlife Staff Biologist
 - Wildlife Division, Department of Conservation & Natural Resources
 - Objection to Wildlife Staff Specialist class specification revision*
- VIII. *Classification Appeal
 - Caryn Wood, Legal Assistant
 - University of Nevada, Las Vegas*
- IX. *Library & Archives Occupational Group Study
- X. *Library & Archives Occupational Group Study Appeals
- XI. Uncontested Classification Action Report
- XII. Selective Certification
- XIII. Special Reports
 - Hearings Officer Recruitment
 - Discussion on process of conducting statewide recruitment*
- XIV. Comments by the General Public
- XV. Select Date for Next Meeting
- XVI. *Adjournment
 - * Indicates item will be voted on by the Personnel Commission*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Carol Thomas, Chief of Technical Services, Nevada State Personnel, at (775) 684-0119.

NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no later than five working days prior to the meeting.